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**Superior Court of California, County of Butte**  
**One Court Street, Oroville, Ca 95965**  
**Phone: (530) 532-7013**  **Fax: (530) 532-7291**  
[www.buttecourt.ca.gov](http://www.buttecourt.ca.gov)

The Superior Court of California, County of Butte invites applications for the following position:

## **COURT OPERATIONS SUPERVISOR**

**Hourly Salary Range:** Base: \$21.92 - \$26.65  
**Filing Period:** Saturday, April 5, 2014 – Friday, April 25, 2014  
**Final Filing Deadline:** Friday, April 25, 2014 @ 4:00 p.m.

### ***POSITION OVERVIEW***

Under general supervision, this supervisory level position is responsible for planning, monitoring, analyzing, and coordinating the activities and staff development of one or more Court divisions and supervises assigned staff.

### ***DISTINGUISHING CHARACTERISTICS***

The incumbent in this position is responsible for the overall efficiencies and direct supervision of one or more divisions of the Butte County Superior Court. This class is distinguished from Court Clerk IV in that the latter is a lead worker classification responsible for scheduling and monitoring the daily clerical activities of staff and does not have full supervisory authority.

### ***ESSENTIAL JOB FUNCTIONS***

*The following duties are typical of those performed by the incumbent in this classification; however, other duties may also be required.*

- Plans, develops and implements strategies for the effective delivery of court services.
- Performs a broad range of general supervisory duties, including interviewing, making recommendations on hiring and terminations, transfers, and promotions, reviews and evaluates subordinates in the performance of their duties, maintains performance and disciplinary standards. Assists in adjudicating grievances. Participates in and makes recommendations regarding disciplinary actions.
- Assists in the development of new procedures and forms to reflect more efficient and effective processes and to respond to legislative changes. Assists in the formulation of staff and office standards and policies.
- Prepares statistical reports, miscellaneous reports, and studies relating to staffing, case flow, calendar structure, performance standards, and automation needs.
- Serves as mediator and/or liaison regarding policies, procedures, and complex or difficult situations between judicial officers, court staff, attorneys, outside agencies and the public.
- Applies departmental policies and utilizes discretion to resolve conflicts with internal and external customers.
- Monitors division resources; recommends staffing, services, supplies, and system needs.
- Attains technical and subject matter expertise in the division(s) supervised.
- Provides in-service training and staff development

## ***KNOWLEDGE, SKILLS AND ABILITIES***

- Principles and practices of leadership and supervisory management; administrative practices and policies of merit systems and personnel administration.
- Relevant California legal codes and court procedure, policies, and filing requirements; operations and procedures of the California trial courts.
- Reporting requirements and formats, record maintenance and indexing; principles of court case flow, calendar management, and accounting procedures.
- Basic legal terminology; basic mathematical computations; principles of English grammar, spelling, and punctuation.
- Personal computers including word processing, database and spread sheet applications; modern legal office methods, equipment and practices.
- Adult learning methodologies and techniques.
- Perform a broad range of general supervisory duties including: developing, coaching, mentoring, motivating, assisting, training, and reviewing and evaluating subordinates in the performance of their duties; maintaining performance and disciplinary standards; conducting reviews and evaluations; developing, implementing and monitoring training programs.
- Take initiative in resolving conflicts and problems through diplomacy, tact and effective communications; work cooperatively and effectively with others;
- Consistently display behaviors that reflect the Court's values, mission and goals.
- Monitor the effectiveness and results of operations through statistical and other analysis and make recommendations as appropriate.
- Analyze complex problems, evaluate alternatives, and make sound recommendations based on findings; exercise sound independent judgment within general policy guidelines; reason analytically and organize facts.
- Under general direction formulate and implement division policies, procedures, and goals.
- Prepare clear, concise, and grammatically correct reports; perform complex procedural research; read, interpret, and apply the requirements of technical or legal materials.
- Manage multiple projects while maintaining priorities and meeting deadlines.
- Carry out written and verbal instructions with minimal direction.
- Maintain confidentiality.

## ***EDUCATION AND EXPERIENCE***

Any combination of education & experience that would provide the required knowledge, skills & abilities is qualifying. A typical way to obtain these requirements would be:

### **Experience:**

- Two years of full time experience in a lead worker classification, providing lead direction of subordinate staff with the Butte County Superior Court

**OR**

- Five years of progressively responsible public sector, experience preferably in a trial court with at least two years serving in a full supervisory capacity.

### **Education:**

Successful completion of an Associates of Arts [or higher] degree from an accredited college or university may be substituted for one year of the required experience.

**Note:** The provisions of this bulletin do not constitute an expressed or implied contract. Any provision contained in this bulletin may be modified or revoked without notice. Questions regarding this announcement may be directed to the Butte Superior Court Human Resources Office.

## ***SALARY & BENEFITS PACKAGE***

**Salary:** Salary range consists of 5 steps with approximately a 5% difference between each step. Incumbents advance through steps based upon merit and performance.

Advance placement within the range possible with prior California trial court experience

\*Salary is subject to a mandatory 3.85% reduction, with a corresponding receipt of 10 paid days off, for fiscal year 13/14 and a 5% reduction with a corresponding receipt of 13 paid days off, for fiscal year 14/15 due to current State financial difficulties.

### **Benefits:**

- Sick Leave - 12 days annually
- Vacation - begins with 2 weeks/year & increases with longevity; plus 40 hours special annual vacation entitlement
- Management Leave 40 hours annually
- 13 Paid Holidays
- Membership in (CalPERS) Retirement System (Court contributes 3.5% of salary for employee's share)  
Employees are vested after 5 years of F/T service.
- Choice of 3 PERS Health Insurance Plans (HMO/PPO)
- Dental & Vision Plans
- CIGNA Life Insurance provided by the Court (\$25,000); employees can purchase additional voluntary coverage
- ICMA Deferred Compensation 457 Plan available
- Employee Assistance Program

## ***APPLICATION AND SELECTION PROCEDURES***

An application may be obtained by visiting the court's website at [www.buttecourt.ca.gov](http://www.buttecourt.ca.gov) or contacting the Superior Court's, Human Resources Office, One Court Street, Oroville, CA 95965; 530-532-7103. **Applicants must submit an original, signed Superior Court Application to the Superior Court Human Resources Office by the final filing date at the above address.** Attachments to the application will be accepted. Faxed applications will also be accepted at 530-532-7291 and must be followed by the original application postmarked no later than the final filing date and received within (7) days of the final filing date.

Applications will be reviewed for minimum requirements as listed in the job description. All questions on the application must be completed in sufficient detail to permit comprehensive review. It is important that your application show **all** the relevant experience and education you possess. The application will go through a screening process & only the most qualified will be selected to proceed to the examination process. The application is the first step in the examination process, & in some instances, it may be the only criteria utilized in developing the list of candidates. The information that you furnish will be used to determine your qualifications. List all relevant jobs regardless of duration, including P/T and military service. Include a complete list of work experience, which relates to the specific Minimum Qualification requirements. Applicants must meet all of the qualifications for the classification by the final filing date.

### **Policy of Nondiscrimination**

Superior Court of California, County of Butte does not discriminate on the basis of mental or physical disability in the admission or access to, or treatment or employment in, its programs or activities. Special interview arrangements may be made to accommodate disabilities or religious convictions. Contact the Court Administrative Office at (530) 532-7013 well in advance of the exam/interview for assistance. The Superior Court of California, County of Butte encourages applications from all persons regardless of their race, color, sex, sexual orientation, religion, religious creed, age, national origin, ancestry, physical, or mental disability, medical condition or marital status. Disabled persons are encouraged to apply for all positions with the Butte Superior Court. Reasonable accommodation may be made in the testing procedure as well as the work site.

